



# KATINE TECHNICAL TRAINING INSTITUTE

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## ADMISSION PROCEDURE FOR NEW STUDENTS 2021/2022

S/NO	TASK	PROCEDURE	REQUIREMENTS	DURATION
1	ADMISSION OF NEW STUDENTS	i. Reception at the Public Relations desk	-admission form - application fees receipt of 500/- - academic certificates (both original and photocopies) -bank slip of at least 10000/- for commuters and 15000/- for boarders	2 minutes
		ii. Perusal and verification of copies of academic and professional certificates/documents	- Filled admission form and medical form - Copies of National ID, KCSE & KCPE Certificates, 2 passport size photographs, living certificates, birth certificate - Bank slip of at least 10000/- for commuters and 25000/- for boarders - Departmental admission requirements (calculators, engineering drawing instruments for technical courses)	2 minutes
		iii. issuance of admission number on the MIS system	- Admission form - Bank slip	3 minutes
		iv. Payment of fees	- Admission number - Bank slip/Mpesa	5 minutes
		v. Passport capture for student ID	-	1 minute
		Vi. Further direction from the office of dean	- Fees payment receipt stamped by FO - Bedding materials for boarders	

